



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Amendment Of Class Specification and Title Change From Transit Coordinator to Transportation Manager

MEETING DATE: September 18, 1996

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: To approve the amended class specification and title change from Transit Coordinator to Transportation Manager.

BACKGROUND INFORMATION: In July, 1996, Council adopted Resolution 96-98, establishing the classification of Transit Coordinator, responsible for the direct supervision and administration of the City's transit operations - Dial-A-Ride and Grapeline. Since that time, the City is contemplating contracting transit operations, which assigns a number of the duties previously designated to the Transit Coordinator to the contractor. This contract arrangement necessitates the need for a contract administrator which is beyond the scope of the Transit Coordinator class.


In addition, it is necessary for the City of Lodi to address its current and future transportation needs, and to do so within the context of the growing transportation issues being confronted by San Joaquin County and surrounding communities. One such need is for the City to have various street construction and street improvement projects funded through federal and state grants. A position is needed to prepare, submit, and coordinate these grant applications and projects.

Another transportation need pertains to the fact that Lodi is situated in a manner that places it at the margin for participation in major rail projects such as the Altamont Pass Connection or High Speed Rail. The City should have the opportunity to access these systems when they are created by getting these projects to come into, or close to Lodi, or to create connections to get Lodi citizens to project rail stations wherever they are located. A position is needed to create these rail opportunities for the Lodi community.

Finally, a position is needed to assist with the creation of the Multi-Modal Transit facility on Sacramento Street, and once the facility is completed, this position would be responsible for its operations.

One significant way to address these needs is for the City to have a liaison with the San Joaquin Council of Governments, which is the regional transportation planning agency for San Joaquin County. A position is needed to represent and advocate the City's best interests.

APPROVED: _____

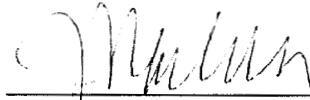

H. Dixon Flynn -- City Manager

The classification of Transportation Manager is such a position to address the City's transportation needs. Therefore it is recommended to approve the class specification attached, and to change the title of Transit Coordinator to Transportation Manager. This position will be placed in the Mid-Management benefit group.

COST: There will be no additional cost for this position.

FUNDING: Currently funded.

Respectfully submitted,



Joanne Narloch, Human Resources Director

Prepared by Marlon Robbins, Human Resources Analyst II

cc: Bob Christofferson
Jack Ronsko

RESOLUTION NO. 96-137

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE AMENDED CLASS SPECIFICATION AND
TITLE CHANGE FROM TRANSIT COORDINATOR
TO TRANSPORTATION MANAGER

RESOLVED, that the Lodi City Council does hereby approve the amended class specification and title change from Transit Coordinator to Transportation Manager, as shown on Exhibit A, attached hereto.

Dated: September 18, 1996

I hereby certify that Resolution No. 96-137 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 18, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock
and Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

TRANSPORTATION MANAGER

DEFINITION:

Under general direction, develops and coordinates short-range and long-range transportation plans; plans and organizes the operations of the City's demand response and fixed bus route transit system; coordinates assigned activities with other City departments, Federal Transit Administration, the San Joaquin Council of Governments, other outside agencies and the general public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Exercises general direction over transit operations staff and contractor, and provides technical direction to Public Works engineering staff. Receives direction from the Public Works Director.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develops, coordinates and manages the City's short and long-range transportation planning efforts, including transportation components of the General Plan.
- Develops, implements and administers Street Improvement Fees and Traffic Signal Fees; defends methodology before City Council and/or in Court.
- Reviews, comments upon and coordinates the work of outside Traffic Engineering/Planning consultants on City and multi-agency projects.
- Represents the City's interest and provides expert testimony in transportation matters at Planning commission, city Council, committee meetings, and meetings with other agencies and/or developers.
- Represents the City at the Council of Governments and related official bodies.
- Coordinates and performs research and analysis leading to the development of new and improved transit systems and related street, rail and other transportation systems, to include routing patterns, rate structures, travel patterns, cost analysis, financial needs, funding sources, and related issues.
- Analyzes problems, issues, and costs relating to private and public costs and benefits, and anticipated impacts on current transportation operations.
- Coordinates with cities, transit and transportation operators, county departments, and other public and private agencies the most effective current and future transit and transportation systems.
- Develops and administers policies and procedures concerning transit operations.
- Determines revenue needs and resources.
- Prepares, monitors and administers transit budget.

EXAMPLES OF DUTIES (Cont'd):

Prepares grant applications and ensures compliance with grant funding requirements.
Prepares and maintains a variety of records, data and reports.
Prepares contracts, requisitions and purchase orders.
Coordinates transit vehicle and equipment maintenance.
Monitors and evaluates transit operations.
Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Federal, State and local laws and regulations governing public transit system operations and transportation grant funding.
Modern transit system operating principles and practices.
Principles and practices of supervision.
Basic mathematics, account record keeping and budgeting.

Ability to:

Plan, organize and direct contracted transportation operations.
Analyze operating conditions and problems and recommend and implement appropriate solutions.
Prepare reports and compile statistical data.
Establish and maintain cooperative relationships with those contacted in the course of work.
Develop, read and interpret rules, policies and procedures.
Research complaints, problems and prepare responses for management, including composing correspondence.
Operate standard office equipment including microcomputer software.
Maintain tact, poise and professional demeanor under adverse circumstances.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree with major coursework in public or business administration, transportation and planning, or a related field.

EDUCATION AND EXPERIENCE (Cont'd):

Experience:

Three years of increasingly responsible experience in transit or transportation planning, transportation engineering, public transit operations, or a closely related field.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.